

# Retention and Classification Report

**Agency:** Weber State University (Utah) (1334)

3848 Harrison Boulevard  
Ogden, UT 84408  
801-626-6000

**Records Officer** Ronald Smith

27919	Academic record files
00768	Account books
12341	Campus security police citations
12343	Cash receipts
25842	Construction case files
80622	Donation history
80623	Donor files
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05994	Employee personnel file
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84333	Student financial aid records
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28132	University Archives--Department generated student records
14445	Weber studies: An interdisciplinary humanities journal

**AGENCY:** Weber State University (Utah)

**SERIES:** 27919

3

**TITLE:** Academic record files

**DATES:** 1900-

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

These are the paper academic transcripts of student records prior to the use of a computerized student information system. Provided to students, employers, and other educational institutions upon the student request. Report of academic courses and grade as well as any applicable degrees earned by the student.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 1.

**AUTHORIZED:** 04/06/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then scan and transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

We are required to maintain academic transcripts in perpetuity by accreditation. We are scanning these files, but need to maintain the paper copies.

**AGENCY:** Weber State University (Utah)

**SERIES:** 27919

**TITLE:** Academic record files

(continued)

**PRIMARY CLASSIFICATION:**

Exempt Federal Educational Rights and Privacy Act (FERPA)

**AGENCY:** Weber State University (Utah)

**SERIES:** 768

1

**TITLE:** Account books

**DATES:** 1921-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber State University (Utah)

**SERIES:** 12341

3

**TITLE:** Campus security police citations

**DATES:** 1985-

**ARRANGEMENT:** Numerical by citation number

**DESCRIPTION:**

These are citations issued to drivers violating motor vehicle and traffic laws on campus by the security police. These citations document vehicle information, violation type, date and time, and are used to collect a monetary fine from students, faculty, or the general public.

**RETENTION:**

Retain 3 years, or until audit.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 48.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until audit and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on audit requirements and the administrative needs of the agency.

**AGENCY:** Weber State University (Utah)

**SERIES:** 12341

**TITLE:** Campus security police citations

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber State University (Utah)

**SERIES:** 12343

3

**TITLE:** Cash receipts

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

**AUTHORIZED:** 07/07/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until audit and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber State University (Utah)

**SERIES:** 25842 3

**TITLE:** Construction case files

**DATES:** 1947-

**ARRANGEMENT:** Alphabetical by building identifier number, thereunder numerical by project number

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of older buildings on the university campus.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 6.

**AUTHORIZED:** 04/14/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after construction is completed and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Weber State University (Utah)

**SERIES:** 80622

3

**TITLE:** Donation history

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by donor name

**DESCRIPTION:**

This is a record of all gifts given to the university. This file refers to the Donor files, series 80623, and is instrumental in providing access and reference to donor information.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public Names of donors

**AGENCY:** Weber State University (Utah)

**SERIES:** 80622

**TITLE:** Donation history

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. Amount donated

**AGENCY:** Weber State University (Utah)

**SERIES:** 80623

3

**TITLE:** Donor files

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by donor name

**DESCRIPTION:**

Comprehensive case file system that documents all donations given to the university. Includes correspondence, agreements, memoranda, telephone conversation notes, and donor receipts.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public Names of donors

**AGENCY:** Weber State University (Utah)

**SERIES:** 80623

**TITLE:** Donor files

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. Amount donated

**AGENCY:** Weber State University (Utah)

**SERIES:** 80621

3

**TITLE:** Donor receipts

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by donor name

**DESCRIPTION:**

Financial files that document amounts received, date of receipt, officer who received the funds, and appropriate signatures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until audited and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on general audit requirements of financial records.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber State University (Utah)

**SERIES:** 5994

3

**TITLE:** Employee personnel file

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by employee's surname

**DESCRIPTION:**

This series contains the complete work history of an individual (excluding medical and psychological information) while employed by state. Refer to UCA 67-18-1 (2005), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. The files may include applications for employment, career mobility documents, Memorandums of Understanding (MOUs), Employment Eligibility Certification records, documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary actions, performance plans and evaluations, letters of appreciation and commendation, separation and leave without pay records, references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, copies of any documents affecting the employee's conduct, status, or salary, etc.

**RETENTION:**

Retain 65 years or 3 years after death or retirement.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** 04/03/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then destroy.

**AGENCY:** Weber State University (Utah)

**SERIES:** 5994

**TITLE:** Employee personnel file

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Weber State University (Utah)

**SERIES:** 26778

3

**TITLE:** Faculty tenure review files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This series contains records which document the granting of tenure and promotions to faculty members. They are used by the administration to monitor the job status and tenure track status of current and former university employees. For administrative purposes, promotion and tenure records are maintained separately from the official personnel file. These records include tenure evaluations, appointments, applications for admission, retention decisions, and records documenting promotions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** 05/15/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-304(28)



**AGENCY:** Weber State University (Utah)

**SERIES:** 26778

**TITLE:** Faculty tenure review files

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f)

**AGENCY:** Weber State University (Utah)

**SERIES:** 21970

3

**TITLE:** Investigation case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by investigation type, thereunder chronological by date

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These records are case files of internal investigations documenting possible violations of state law and/or university policy. The case files are referred to for enforcement and/or disciplinary purposes.

The files contain the following types of information: personal notes, correspondence, memoranda, witness statements, documentary evidence, case analysis, legal research, attorney work product, and case reports.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy provided no litigation is pending.

Computer data files: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy

**AGENCY:** Weber State University (Utah)

**SERIES:** 21970

**TITLE:** Investigation case files

(continued)

provided no litigation is pending.

Sound recordings: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy provided no litigation is pending..

Photographs: Retain in Office for 3 years after after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy provided no litigation is pending.

**APPRAISAL:**

Legal

This disposition is based on the agency's legal requirements.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2008).

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008).; 20 USC Section 1232g  
Controlled. UCA 63G-2-304 (2008).

**AGENCY:** Weber State University (Utah)

**SERIES:** 12770

3

**TITLE:** Journal register tapes

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered. These are cash register tapes which monitor expenses for audit purposes. Information includes amounts, taxes, and dates of transactions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/13/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber State University (Utah)

**SERIES:** 25171

3

**TITLE:** Non-returning student interviews

**DATES:** 1993-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Correspondence, reports, notes, and other records relating to interviews with non-returning students.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 23.

**AUTHORIZED:** 09/24/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after student has left and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Controlled

**AGENCY:** Weber State University (Utah)

**SERIES:** 12344

3

**TITLE:** Parking permit applications

**DATES:** 1985-

**ARRANGEMENT:** Numerical by application

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are applications of faculty and students made to the campus security police to acquire a parking decal which will allow selective parking privileges. The application would include information about the student or faculty, such as name, home address, city and state, zip code, and phone number; information about the vehicle, license plate number, description, etc.; and specific request for parking privilege. This could include specific parking lot requests, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 34.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until audit and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the audit requirements and administrative needs of the agency.

**AGENCY:** Weber State University (Utah)

**SERIES:** 12344

**TITLE:** Parking permit applications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Weber State University (Utah)

**SERIES:** 84445

3

**TITLE:** Search Committee deliberation files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by applicant's name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the activities of the Search Committee which seeks and screens candidates for administrative positions at Weber State College. Includes applications, resumes, committee minutes and history, letters of acceptance, letters of rejection, and other correspondence between the committee and the candidate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Protected



**AGENCY:** Weber State University (Utah)

**SERIES:** 16493

3

**TITLE:** Student academic records

**DATES:** 1974-

**ARRANGEMENT:** Numerical by social security number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These folders are the complete student record file and are used to keep track of students attending Weber State College and to track and document student progress at the school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** 06/18/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal  
Code of Federal Regulations Title 34, Section 682.408 stipulates that records involving student loans be maintained for five years after the final payment of the loan or five years after the payment of the loan is determined to be uncollectable. 34 CFR 682.401(b)(9) indicates that there is a maximum repayment period of fifteen years after the loan is made. A twenty-five year retention allows for a possible five year deferment and the stipulated five year retention after the loan has been paid in

**AGENCY:** Weber State University (Utah)

**SERIES:** 16493

**TITLE:** Student academic records

(continued)

full. The original master copy of the microfilm will be kept permanently because of historical value. This film will be the only record of the students at Weber State College for these years.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Weber State University (Utah)

**SERIES:** 84333

3

**TITLE:** Student financial aid records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by student name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files are used to monitor the financial aid process for the college. Includes loan applications, SARs (Student Aid Reports), award letters, copies of student tax returns, verification worksheets, and check stubs. These records contain only paid or cancelled loans.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

This retention is in accordance with 34 CFR 682.610 (d). The records are used for administrative persons until final payment or cancellation. The five year retention covers the audit period of three years. The retention of the microfilm copy and the discarding of the paper originals is in accordance with the Code of Federal Regulations as recorded in 34 CFR 682.610 (d) (4) and the Utah Code Annotated as stated in UCA 63-2-70.

**AGENCY:** Weber State University (Utah)

**SERIES:** 84333

**TITLE:** Student financial aid records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Weber State University (Utah)

**SERIES:** 84593

3

**TITLE:** Student schedule scantron form

**DATES:** 1982-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a "scantron" form which is machine readable by a scanner and larger than standard letter size. It is used for the initial registration and subsequent changes in schedules of students enrolled at Weber State. This is the only record of the exact dates on which students make changes to their registration, including dropping from full time to half time or withdrawing from school completely. At present Weber State does not have this information on its computerized student accounting system. The date on which a student withdraws is important to federally funded programs: Financial Aids, National Direct Student Loans, Guaranteed Student Loans, Veteran's Benefits, etc. Default or non-compliance in providing this information could cause serious liability problems for Weber State. The growth rate of this record is approximately 16 cubic feet a year. This form includes student name, social security number, address, telephone number, sex, year in school, complete registration, courses to be changed or from which student wishes to withdraw, and the date of each change in schedule.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 10 years and then destroy.

**AGENCY:** Weber State University (Utah)

**SERIES:** 84593

**TITLE:** Student schedule scantron form

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Weber State University (Utah)

**SERIES:** 28132

3

**TITLE:** University Archives--Department generated student records

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files consist of subject specific departmental records created to track a student's work throughout their program while enrolled at Weber State University. They may include applications into the program, reviews by professors, program transcripts, extra-curricular activities, internships, and mentor evaluations.

**RETENTION:**

Retain 75 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Weber State University (Utah)

**SERIES:** 28132

**TITLE:** University Archives--Department generated student records

(continued)

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Weber State University (Utah)

**SERIES:** 14445

3

**TITLE:** Weber studies: An interdisciplinary humanities journal

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This journal is produced by the English Department of Weber State as a literary forum for writers and critics across the country who contribute. This publication is sponsored in part by the Utah Arts Council and the National Endowment for the Arts. Information includes critical essays, poetry, fiction, and autobiographical essays. Three issues per year are published, one of which is a "special issue" that focuses on a specific subject (e.g. Native American literature or the Utah Statehood Centennial).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 01/09/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

Disposition based on value of journals which contain articles, critiques, poems and other creative writing by writers across the country.

**AGENCY:** Weber State University (Utah)

**SERIES:** 14445

**TITLE:** Weber studies: An interdisciplinary humanities journal

(continued)

**PRIMARY CLASSIFICATION:**

Public